

**FORT IRWIN
ARMY SUBSTANCE ABUSE
PROGRAM**

**Civilian Supervisor
Annual Substance Abuse
Training**

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Training Goals

- Become Familiar with the Employee Assistance Program.
- Understand the effects of stress/anger
- Understand the Civilian Drug Testing Program.
- Awareness of Workplace Bullying and Violence.
- Become familiar with the MFLC program

MISSION

The Employee Assistance Program's mission is to
provide free:

Short term counseling

Referral and follow up services

Who's eligible: Family members of active duty
personnel

Civilian employees and family
members

Retired military/civilian
personnel and family members

Employee Assistance Program

- **The Employee Assistance Program (EAP) is a job-based program designed to help DA civilians, civilian and military family members, and retirees with problems that may affect their well-being and their ability to do their jobs.**

Issues That Effect Work Performance

- Emotional Issues
- Financial Issues
- Substance Abuse Issues
- Marriage and Family Issues
- Health Issues
- Stress and anger

Employee Education

- Supervisor Substance Abuse Training
- Civilian Substance Abuse Training
- New Employee Orientation
- Anger/Stress Management
- Conflict Resolution
- Suicide Awareness/Prevention

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program
Coordinator works with
individuals, couples, families and
children

Confidentiality is Critical

All sessions are confidential. There are only a few reasons confidentiality is broken.

1. Client wants to hurt him/herself
2. Client wants to harm another
3. Child or spousal abuse; sexual assault
4. Stealing from federal government

EAP Referrals

- Voluntary/self- optional
- Supervisor/management informal- optional
- Supervisor/management formal- optional
- The only time an EAP referral is mandatory is if an employee tests positive for drugs or alcohol

EAP

- Employees may be allowed up to one hour (or more as necessitated by travel time) of excused absence for each EAP assessment/referral session.
- Absences during duty hours for rehabilitation or treatment must be charged to the appropriate leave category according to law and Army leave regulations.

Employee Assistance Pgm

- Cost: **FREE!!**

MFLC

- Provide short term, situational, problem solving counseling services.
- Masters/PhD level licensed clinical counselors
- Work with families, individuals, couples and children
- Address relationships, stress management, grief after loss
- Free for Soldiers, family members, civilians
- Confidential

General Adaptation Syndrome

- Our bodies are designed to handle short term stress.
- The GAS has three phases:
- **Alarm phase**-Stress (physical or psychological) activates the fight or flight response
- Stress hormones are released into the bloodstream.
- **Resistance stage**- the mind and body attempt to adapt to the cause of stress
Your body remains alert but at a lower level.

General Adaptation Syndrome

- **Resistance stage** (cont'd) you might feel like you're okay, but you are learning to live with an unhealthy stress level
- **Exhaustion stage**- at this point exhaustion kicks in.
- The body loses its resistance to fight stress and the body's immune system is weakened

Top 10 Causes of Stress

- 1. Death of spouse
- 2. Divorce
- 3. Marriage separation
- 4. Work
- 5. Commuting
- 6. Injury or illness
- 7. Marriage
- 8. Job loss
- 9. Death of a close relative
- 10. Retirement

Warning Signs & Symptoms

- **Cognitive:**
- Memory problems
- Inability to concentrate, shortened attention span
- Poor judgment
- Seeing only the negative
- Anxious or racing thoughts
- Constant worrying
- Difficulty making decisions
- Thoughts of escaping, running away

Warning Signs & Symptoms

- **Emotional:**
- Moodiness
- Irritability or short temper
- Anxiety
- Feeling overwhelmed
- Sense of loneliness and isolation
- Depression or general unhappiness
- Overreaction to unexpected events or situations
- Sense of being overwhelmed, swamped
- Inadequacy, reduced confidence

Warning Signs and Symptoms

- **Physical:**
- Aches and pains
- Diarrhea or constipation
- Nausea, dizziness
- Chest pain, rapid heartbeat
- Loss of sex drive
- Frequent colds
- Skin problems
- Sweatiness
- Reproductive problems, such as missed periods

Warning Signs & Symptoms

- **Behavioral:**
- Eating more or less
- Sleeping too much or too little
- Isolating yourself from others
- Procrastinating or neglecting your responsibilities
- Increasing use of alcohol, cigarettes, or drugs to relax
- Grinding your teeth
- Arguing with people

Managing Stress

Stress can also come from ourselves:

- Irresponsible behavior
- Poor health habits
- Negative attitudes and feelings
- Unrealistic expectations
- Perfectionism

Managing Stress

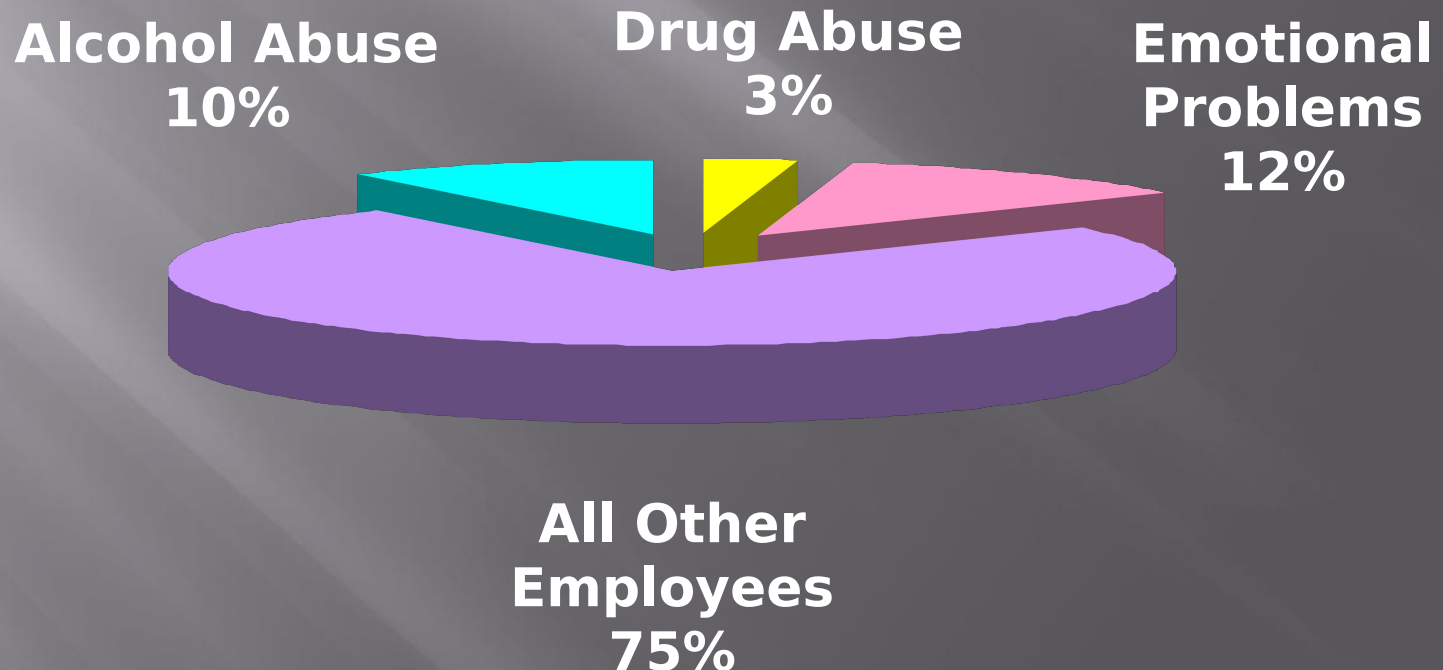
- In order to effectively manage stress, we need to look at what we can and cannot change.
- A lot of times we cannot change our circumstances, but we can change our reactions to those circumstances.
- What stressors do you have no control over?
- What stressors can you change?

Managing Stress

- Switch out unhealthy habits for healthy ones
- Prioritize commitments and responsibilities
- Try a positive outlook
- Take good care of yourself (physically & mentally)

Drugs and Alcohol Problems in the Workplace

**Employees with Significant Problems
Make Up 25% Of The Workplace
(over half of these involve drugs and alcohol)**



Categories Of Drug Testing

- Pre employment screening
 - Injury/Accident
- Reasonable suspicion/Probable cause
 - Volunteer
 - Random
 - Follow-up

TDP Referral (Example)

TDP Employee Tests Positive for Illegal Substance

↓
Supervisor is immediately
notified

Removes employee from the
TDP

Initiates "Supervisor Referral"
to EAP

Mandatory EAP

→ Supervisor
Initiates
Disciplinary
Action

Reprimand or
Removal

Supervisor & Employee reports
to EAP

Supervisor contacts CPOL
and legal for guidance

Employee must complete a
"Return to Duty UA Test"

Employee must comply with
"Follow-up" testing for 12
months (if retained).

Employee must complete a "SAP"
Evaluation

Employee placed in non-TDP pending
disciplinary action

*The supervisor is kept
abreast of all steps
and initiates all
personnel actions.*

One Standard Drink

One mixed drink with

- 1.5 fl oz (44 mL) of 80-proof liquor (such as vodka, gin, scotch, bourbon, brandy, or rum)



5 fl oz (148 mL) of wine



12 fl oz (355 mL) of beer or wine cooler



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Margarita



- 3 standard drinks

Long Island Iced Tea

- 4 standard drinks



Bottle of Wine

- 5 standard drinks



1/5 of Hard Liquor

- 17.5 standard drinks



Spice

- Mix of herbs, synthetic cannabinoids, and/or other ingredients that are intended to be used as aromatic incense (potpourri) or sometimes burning incense. Not “intended” for smoking.
- How used: Pipes, bongs, hookahs; Rolling papers; Blunts; Herbal incense specific paraphernalia; Vapor Genie; Grinders (to further grind into a finer mixture)



Spice

- **Street names:** (Different types of spice) Spice, Spice Gold, Spice Diamond, Spice Tropical Synergy, Spice Arctic Synergy, and Spice Gold Spirit. Other similar products include Yucatan Fire, Genie, Dream, Ex-ses, PEP Spice, Blaze, and Spike 99.
- HU-210 is reported to be as much as 800 times more potent than Δ^9 THC.
- Marijuana-like effects: euphoria, giddiness, silliness, bloodshot eyes, impaired short-term memory and concentration, and “munchies.” Other common effects: cotton mouth, light sensitivity, a warm sensation in the limbs, dry eyes, paranoia, light headedness, auditory and visual hallucinations, painless head pressure, time distortion, panic attacks, delirium, impaired coordination, and sleeplessness; Onset/duration: 5-10 minutes/8-12 hours

Salvia Divinorum

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Salvia Divinorum

- **1.** Salvia can be taken by ingestion. The user simply chews and swallows the Salvia to be absorbed through the stomach lining. He or she can either eat plain green leaves or mix dry leaves with a liquid to drink. Extract can be added to the mixture for stronger effects.
- **2.** Salvia can be taken sublingually. In this case, the user places leaves, extract or both under his or her tongue to be absorbed into the blood stream.
- **3.** Smoking. The user can smoke the dry leaves from a pipe or roll the dry leaves in cigarette paper. Extract can be added to the dry leaves to increase the intensity of the effects.
- Salvia is legal and does not fall under DEA purview because it is a mint (sage)

Salvia Divinorum

- Salvia's effects are described using a six level system:
- Level 1- subtle effects
- Level 2- altered perception
- Level 3- light visionary state
- Level 4- vivid visionary state
- Level 5- immaterial existence
- Level 6- amnesic affects

“Bath Salts”

- Methylenedioxypvalerone (MPVD)
- Club Drug/Party Drug
- Illegal substitute to ecstasy/cocaine (as of 10/2011)

Street names- Red Dove, Blue Silk, Zoom, Bloom, Cloud Nine, Ocean Snow, Lunar Wave, Vanilla Sky, Scarface, White Lightning, Ivory Wave, Hurricane Charlie, Legal X, Meow Meow, Meph, MCAT, 4MMC, Drone, Bubbles, Sunshine, Star Dust, Charge +, Sextacy, Blizzard
Usually purchased in ½ or 1 gram quantities (\$25-30); can be bought at convenience stores, nine shops, gas stations and over



“Bath Salts”

- Mephedrone can come in the form of:
 - Capsules, Pills, Crystals
 - Tablets, White/tan/brown powder
- **Consumption methods vary:** Orally, Rectally, Smoking, Intravenously
- **Common method:** Snorting in a similar manner to cocaine
- **Side effects:** Increased heart rate; increased blood pressure; extreme aggression; agitation; terrifying hallucinations; intense paranoia; suicidal ideation; severe depression psychotic episodes, self-mutilation; Headaches; Nausea/vomiting; Muscle twitching; Cold or blue fingers/lips/knees/feet; Irregular heartbeat; Euphoria; Anxiety; Insomnia; Sexual stimulation

Work Place Bullying

Definition

Repeated or unreasonable actions of individuals (or group) directed towards an employee (or a group of employees), which is intended to intimidate and creates a risk to the health and safety of the employees

WORKPLACE BULLYING

Examples

- Undermining or deliberately impeding a person's work
- Shouting at or humiliating a person
- Blocking a person's application for training, leave or promotion
- Assigning unreasonable duties or workload which are unfavorable to one person
- Tampering with a person's belongings or work equipment
- Unwarranted (or undeserved punishment)
- Intruding on a person's privacy by pestering, spying or stalking
- Blaming a person without factual justification
- Physical abuse or threatening of physical abuse
- Excluding or socially isolating someone

Workplace Bullying

- **Effects on employees:**
- High stress
- Sleep disturbances
- Increased depression
- Anger
- Loss of appetite; digestive problems
- Low morale and productivity
- Feelings of frustration and or helplessness
- Inability to concentrate

Workplace Bullying

- **Effects on business:**
- Increased employee absenteeism
- Increased employee turnover
- Increased stress
- Increased risk of accidents/injuries
- Decreased productivity and motivation
- Decreased morale
- Increased costs for employee recruitment
- Poorer customer service
- Decreased customer confidence

Workplace Bullying

- As supervisors:
- Let workers know this behavior is unacceptable in the workplace.
- Have signs posted that discuss the consequences of improper conduct
- Have a “real” Open Door Policy

Workplace Violence

- According to the Bureau of Justice, an estimated 1.7 million annually are victims of assault in the workplace.
- Even in the safest workplaces- and most workplaces are very safe-acts of violence can occur (Ceridian Corporation, 2009)
- The violence come from:
 - *1. Outsiders with no direct link to the organization.*
 - *2. None employees w/some type of relationship with an employee.*
 - *3. Disgruntled or former employees*

Workplace Violence

- Be aware of “stress triggers”:
- *Overload*
- *Workplace change or job security*
- *Co-worker conflicts*
- *Extra-long shift or hours*
- *Performance warnings or terminations*

Workplace Violence

- Learn to recognize the warning signs :
- *Direct or indirect threats of any kind*
- *Any type of physical assault*
- *Uncontrollable or explosive temper*
- *A regular pattern of intimidating, harassing, or aggressive behavior*
- *Stalking*
- *Bringing a weapon to work or an excessive fascination with weapons*
- *A report of domestic abuse*

Workplace Violence

- Other behaviors that are as not as serious but if taken together may be a warning:
- *Difficulty accepting authority or criticism*
- *Symptoms of substance abuse problems*
- *Frequent arguing or frequent conflicts with co-workers, customers, vendors*
- *Sudden marked changes in behavior*
- *Isolation from co-workers*
- *Frequent disputes or discipline or termination*

Workplace Violence

- Address conflicts and concerns promptly:
- *Don't ignore the problem.*
- *Assess the situation.*
- *Follow up to make sure the problem is being resolved.*
- *Respond promptly to threats, harassment, and misconduct.*
- *Be an example*

Workplace Violence

- Communicate a “safe workplace” message.
- *Communicate to employees that there is a “zero tolerance” policy for violence.*
- *Let employees know what behaviors will not be tolerated.*
- *Explain that hostile, offensive, and demeaning language in the workplace is not to be tolerated.*
- *Commit to an open-door communication policy*

Workplace Violence

- Help keep your workplace safe and secure:
- *Cooperate with your security staff and follow safety policies*
- *Verify the identity of strangers in the building*
- *Take security measures if you are working late*
- *Keep the work site secure*
- *Be safety conscious when working off-site or traveling for work*

EMPLOYEE ASSISTANCE PROGRAM

QUESTIONS??

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